

## **PERSONNEL: MANAGEMENT TEAM**

### **Certification of Evaluator Competence**

On or before the last Board meeting in September of each school year, the Superintendent shall submit to the Board of Trustees for certification a list of District administrators whose duties include the evaluation of certificated employees. Such certification shall be based upon procedures developed by the Superintendent to verify that the employees have met the following:

#### **Qualifications for Certification**

##### **1. Credentials**

One of the following valid California credentials registered with the office of the County Superintendent of Schools:

- a. General administration credential
- b. Secondary school administration credential
- c. Standard administration credential
- d. Standard supervision credential
- e. Elementary administration credential

##### **2. Education and Experience**

- a. An earned Master's degree of equivalent standard from an accredited college or university.
- b. Completion of at least five school years of not less than 130 days each year of successful teaching service. Such teaching service is defined as certificated service in which at least one-half of the school day is devoted to classroom teaching.
- c. Evidence of professional growth related to curriculum, instruction, performance evaluation, employee supervision, human relations, and communication skills.

#### **Criteria for Certification**

##### **1. Demonstrated Knowledge, Skills, and Abilities**

- a. Knowledge of District-adopted curriculum priorities, and performance evaluation policies and practices.
- b. Knowledge of District-adopted standards on pupil progress (e.g., District Base Plan, minimum proficiencies, grade-level standards).
- c. Knowledge of employee's instructional and non-instructional duties as indicated by employee's position description.
- d. Knowledge of effective staff development techniques pertaining to performance evaluation.

- e. Knowledge of instructional techniques and methodologies.
- f. Skills in effective performance evaluation and conference techniques.
- g. Skills in the assessment of a suitable learning environment and behavior management techniques.
- h. Ability to assess employees' adherence to curricular objectives.

The Superintendent shall certify any newly assigned administrators as evaluators pending the annual ratification of the certification by the Board of Trustees. Such interim certification shall meet the certification qualifications and criteria established by the Superintendent.

The Board of Trustees shall annually review this policy in accordance with the referenced California Education Code Section.

Legal Reference: California Education Code 35160.5  
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Policy Adopted: October 23, 1984  
Policy Reviewed: November 12, 1991